

## THE NATIONAL ARCHIVES

### SHEET FED SCANNER SOLUTION, SOFTWARE, SUPPORT

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 16 DECEMBER 2020**

### CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of questions in relation to the above opportunity. Those questions, and their associated responses, can be found below.

**Q1:** *We've noticed there seems to be some vital information missing, around types, size and volume of documents for scanning. Would it be possible to share some further information so we can consider proposals based on this information?*

**A1:** Types of documents would be loose leaf (tagged) files or of a similar format. The condition of some of our collection would require a variable speed option down to around 20ppm. The volume of documents could range from 5 to 10,000 (or more) documents of which each could have 1 – 5000 pages within. Sizes of document we are looking to capture for this purpose would be up to A3.

**Q2:** *Do you have a required or preferred Service SLA?*

**A2:** It is for you to propose your SLA, which will then be evaluated against other bids received as laid out in the Invitation to Tender.

**Q3:** *Can you describe the document types that are references as sheet fed? Are these, Text, Black & White, Graphic, Colour.*

**A3:** Primarily we would be looking at tagged files or good condition loose leaf documents. The archives hold a wide range of types of documents and this scanner would facilitate our more modern records (20 years+). With over 11 million documents in our collection they could be anything, colour, Black and white, text, hand written or graphic.

**Q4:** *What output format do you require the digitised images to be saved in? Tiff, PDF, JPG etc?*

**A4:** We would require a minimum of Tiff and Jpeg, preferably with the addition of PDF.

**Q5:** *Is the imprinter used on the current scanner – can you describe how that is utilised today?*

**A5:** We don't currently run a sheet fed scanner. Imprinting isn't something we currently utilise as part of our service.

**Q6:** The Inotec 403CD is specified to be FADGI: \*\*, ISO 19264-1: Level C... what % of sheet fed documents scanned require FADGI two star?

**A6:** FADGI \*\* would be the minimum requirement for all documents scanned.

**Q7:** *Is there a reason why you are not using the higher quality three-star \*\*\* FADGI regulations?*

**A7:** No reason whatsoever as long as the other requirements are met. FADGI \*\* is the minimum requirement.

**Q8:** *Do you require the Multidotscan software to be supplied as software only or does it require additional PC hardware?*

**A8:** Supplied as software only.

**Q9:** *Does the process involve full book scanning or exception events such as scanning of 3-Dimensional objects/unscannables using an external camera platform?*

**A9:** We are only looking for a sheet fed scanner in line our requirements as advertised. No book scanning is required.

**Q10:** *The tender spec states that there is a requirement/preferred for SCAMAX scanning software. Is this mainly for a touchscreen GUI for the user?*

**A10:** When researching sheet fed scanners we looked at and ran tests on two types of scanners initially. The Inotec used the SCAMAX software and was greeted favourably by our scanning team, stating ease of use and facilitating the required auto deskew and cropping requirements. We are aware other similar solutions may be available, and suitable, and any solution which matches or exceeds the requirements as advertised will be considered.

**Q11:** *Is there a requirement to scan Folder covers or thicker stock document up to A3 size dimensions?*

**A11:** This is not a requirement.

**Q12:** *Would there be a requirement to capture Box barcode labels using a laser wand?*

**A12:** This is not a requirement.

**Q13:** *Output: Can you please clarify what are the expected Image + metadata formats e.g PDF/M-TIFF & XML/CSV?*

**A13:** TIF with associated exif metadata. Current capture metadata listed below. Other outputs would include jpeg and PDF

- SourceFile
- BitsPerSample
- Compression
- Directory
- ExifByteOrder
- ExifToolVersion
- FileAccessDate
- FileCreateDate

- FileDescription
- FileFlags
- FileModifyDate
- FileName
- FileOS
- FilePermissions
- FileSize
- FileType
- ImageDescription
- ImageHeight
- ImageSize
- ImageUniqueID
- ImageVersion
- ImageWidth
- Make
- MIMEType
- Model
- ModifyDate
- ObjectFileType
- PhotometricInterpretation
- PlanarConfiguration
- ResolutionUnit
- RowsPerStrip
- SamplesPerPixel
- Software
- SpecialBuild
- StripByteCounts
- StripOffsets
- Subsystem
- SubsystemVersion
- TimeStamp
- UninitializedDataSize
- XResolution
- YResolution